

Sanitized - Approved For Release: CIA-RDP61-00900A000100110002-7

~~CONFIDENTIAL~~

25X1A8a

THRU : Chief, [REDACTED] CI Staff
Records Management Offices, DD/P

9 September 1960

Chief, Records Management Staff, Management Staff

Proposed Records Control Schedule

25X1A9a

1. Attached is a proposed Records Control Schedule prepared by [REDACTED] for your office at the request of [REDACTED]. This schedule covers all records except those now stored in the secured area maintained by [REDACTED]. A supplement will be submitted later to cover these.

2. I suggest that you review this proposal for completeness of records descriptions and appropriateness of the disposition instructions. Your comments and suggestions will make this schedule a better records management plan for your office to use.

3. The following are significant items highlighted as a result of preparing this schedule:

a. Five percent (5%) of your records have permanent retention value.

b. Ninety-five percent (95%) of your records are of a temporary nature and can be retired or destroyed on a periodic basis.

e. Total volume of records amounts to 468 cubic feet which have been categorized into 95 file series that are stored in 113 pieces of filing equipment.

4. Two hundred and six cubic feet of records can be retired or destroyed immediately upon approval of the Records Control Schedule.

e. Current replacement value of your filing equipment is \$24,283.

f. Personnel of your office were enthused and initiated the action to consolidate a card file [REDACTED] [REDACTED] with a similar file in the Office of Central Reference.

g. [REDACTED] is now processing for permanent retention and retirement a complete set of your studies and research papers.

~~SECRET~~

Sanitized - Approved For Release CIA-RDP61-00900A000100110002-7

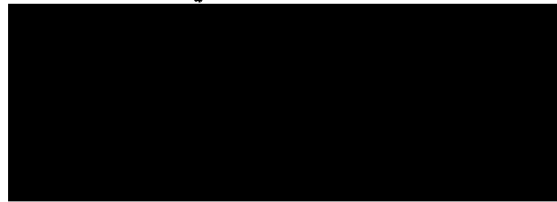
~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Sanitized - Approved For Release : C1561-00900A000100110002-7

5. I wish to express my appreciation for the opportunity to participate in your Records Management Program. The cooperation of your people was excellent. [REDACTED] will be available for coordination and to make adjustments to the schedule where necessary.

25X1A9a



25X1A9a

Original and 1 - Addressee

1 - RMO/DDP

1 - Acting Chief [REDACTED] DDP area ✓

1 - RMS File

25X1A8a

~~CONFIDENTIAL~~

Sanitized - Approved For Release : C1561-00900A000100110002-7

~~CONFIDENTIAL~~